

San Diego Sheriff's Department
Body Worn Camera (BWC) Trial Period
End User Training Plan

Instructors:

John Lay
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BWC Provider representatives

Course Goal:

The objective is to introduce 75 pre-selected deputies to three different brands of BWC technology, provide them necessary training, and field test the equipment. Training scenarios will place an emphasis on each Deputy's BWC knowledge and their ability to operate each new BWC platform.

Module total time:

5 Hours

Learning Objective:

The Deputies will:

- Understand Sheriff's BWC Interim Policy and Procedure (P&P).
- Demonstrate knowledge of the basic operation of the BWC platform.
- Demonstrate correctly entering metadata to evidence videos.
- Demonstrate operation/navigation of the BWC evidence database.
- Demonstrate working knowledge of all covered material hands-on/practical scenario training.

Resources Needed:

- Laptop, projector, projector screen, internet access
- Policy and Procedure PowerPoint
- Four marked patrol vehicles
- One unmarked vehicle
- Four role players (One must be female)
- Padded mat (2'x4' minimum)
- Eight airsoft pistols (NO AMMO)
- Four high-visibility vests

Content		Instructor Notes
I.	INTRODUCTION [1]	[1] Introduce yourself and the other involved instructors. Solicit the class for any background BWC experience.
A.	Introduction	
	1. Instructor	
	2. Student	

San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

<p style="text-align: center;">a. Background</p> <p>B. Course Overview [2]</p> <ol style="list-style-type: none"> 1. Review Sheriff's BWC interim policy and procedure 2. Familiarize Deputies with the BWC platform and its functions 3. Familiarize Deputies with the process of entering metadata to evidence videos 4. Familiarize Deputies with the BWC evidence database <p>II. SHERIFF'S BWC INTERIM P&P [3]</p> <p>A. Purpose</p> <ol style="list-style-type: none"> 1. Capturing crimes in progress 2. Documenting initial department response 3. Aiding in statement documentation 4. Serving as a training tool <p>B. Policy</p> <ol style="list-style-type: none"> 1. To provide an additional layer of documentation 2. Limitations 3. All evidence is property of the San Diego County Sheriff's Department (SDSD) 4. Permissions for copy, release, and dissemination of evidence <p>C. Definitions</p> <ol style="list-style-type: none"> 1. BWC 2. BWC Program Administrator 3. Digital Evidence 4. Buffering Mode 5. Evidence Transfer System 6. Metadata <p>D. Procedure</p> <ol style="list-style-type: none"> 1. Complete required training 2. Deputy/Officer Safety takes precedence 3. General <ol style="list-style-type: none"> a. Authorized use of BWC devices b. Official use only c. No tampering d. No use of other BWC devices 	<p>[2] Review the agenda with the class.</p> <p>[3] Review Sheriff's interim policy and procedure with the class. Use provided PowerPoint. Answer any questions as necessary.</p>
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San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

<ul style="list-style-type: none"> e. All BWC evidence is SDSD property f. Evidence distribution <p>C. Storage</p> <ul style="list-style-type: none"> 1. When not in use <p>D. Pre-Shift Inspection</p> <ul style="list-style-type: none"> 1. Inspect daily 2. Report Damage 3. Inoperable equipment to Data Services <p>E. Camera Position</p> <ul style="list-style-type: none"> 1. Most effective recording angle <p>F. Equipment Repair, Replacement, and Maintenance</p> <ul style="list-style-type: none"> 1. Malfunctions 2. Inoperable equipment <p>G. Advisement about Recording</p> <ul style="list-style-type: none"> 1. Notice of recording 2. Recording interviews 3. Administrative investigations <p>H. When and Where to Record</p> <ul style="list-style-type: none"> 1. Enforcement Related Contacts <ul style="list-style-type: none"> a. Record all law enforcement contacts b. Law enforcement contact definitions c. Plain clothes assignments 2. Suspect Interviews <ul style="list-style-type: none"> a. Encouraged to fully record b. Shall record admonishments 3. Private Residences <ul style="list-style-type: none"> a. Expectation of privacy b. When lawfully in a home 4. Searches <ul style="list-style-type: none"> a. Record all law enforcement contacts b. Search warrants 5. Court Holding/ Detentions <ul style="list-style-type: none"> a. Intake process b. Inmate movement 	
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San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

<ul style="list-style-type: none"> <ul style="list-style-type: none"> c. Security checks d. Necessary events 6. Supplemental Documentation <ul style="list-style-type: none"> a. Injuries b. Scene documentation c. Transportation of arrestee/inmate I. When and Where NOT to Record <ul style="list-style-type: none"> 1. Non-work related activity 2. Administrative activities 3. Places with reasonable expectation of privacy 4. Court proceedings (unless emergency situation) 5. Department administrative investigations 6. Exposed private areas of the body (unless evidentiary in nature) 7. Patient Privacy <ul style="list-style-type: none"> a. Medical or psychological evaluations b. Attempt to avoid recording other patients inside of facilities c. Inside psychiatric facilities 8. Victim and Witness Interviews <ul style="list-style-type: none"> a. Refusal to provide statements <ul style="list-style-type: none"> i. Notate reason for turning off ii. Reactivate if/when appropriate iii. Document in report and articulate why 9. Demonstrations <ul style="list-style-type: none"> a. Unless appropriate J. Documentation of Recorded Events <ul style="list-style-type: none"> 1. BWC recording 2. Field interviews 3. Traffic citations 4. Other reports 5. Other recordings K. Entering Metadata <ul style="list-style-type: none"> 1. Every recording requires metadata L. Downloading/ Storage Procedures 	
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San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

<ul style="list-style-type: none"> 1. End of shift M. Accessing Digital Evidence <ul style="list-style-type: none"> 1. Given permissions N. Retention of Digital Evidence <ul style="list-style-type: none"> 1. Preserved according to law 2. Preserved until related matter is resolved O. Reviewing Impounded Digital Evidence <ul style="list-style-type: none"> 1. Own video prior to completing report 2. Detectives <ul style="list-style-type: none"> a. Video related to assigned cases b. Forwarding video to the District Attorney 3. Prior to testimony 4. Administrative purposes <ul style="list-style-type: none"> a. Department member injured or killed b. Use of force c. In custody death d. Pursuits e. Discharge of a firearm f. Discharge of less lethal weapon g. Traffic collisions involving department personnel h. Prior to releasing recordings i. Preparation for deposition j. Preparing for testimony k. Department investigations l. Civil litigation m. All other situations P. Editing and Deleting Digital Evidence <ul style="list-style-type: none"> 1. Original shall not be edited or deleted <ul style="list-style-type: none"> a. Only copies to be edited Q. Discovery of Misconduct <ul style="list-style-type: none"> 1. Improper conduct <ul style="list-style-type: none"> a. Reporting R. Copying and Releasing Digital Evidence <ul style="list-style-type: none"> 1. Investigative records S. Use of Digital Evidence for Training 	
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San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

<p>Purposes</p> <ol style="list-style-type: none"> 1. Training aids 2. Deputy Notification <p>III. Provider Specific BWC Training [4]</p> <ol style="list-style-type: none"> A. Learning Activity #1 <ol style="list-style-type: none"> 1. Equipment 2. Operation 3. Software <p>IV. Practical Exercises [5]</p> <ol style="list-style-type: none"> A. Learning Activity #2 <ol style="list-style-type: none"> 1. Traffic stop scenario B. Learning Activity #3 <ol style="list-style-type: none"> 1. Domestic violence scenario C. Learning Activity #4 <ol style="list-style-type: none"> 1. Shoot scenario D. Learning Activity #5 <ol style="list-style-type: none"> 1. Docking procedure <p>V. Closing [6]</p> <ol style="list-style-type: none"> A. Daily product evaluation form B. Questions C. Comments 	<p>[4] Provider will conduct their own unaltered training related to their product.</p> <p>[5] Scenarios should be completed in series to simulate practical patrol situations. Deputies will work in teams of two and use contact and cover principals. At the completion of scenarios 2-4, Deputies will begin learning activity #5 and undergo the docking and downloading process. The training will be complete once all Deputies have completed the docking procedure.</p> <p>[6] Discuss daily product evaluation form. Solicit the class for any final questions or concerns.</p>
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End User Training Plan

Learning Activity #1

Purpose:

To introduce Deputies to new BWC technology and teach them how to use it.

Description:

Each provider will conduct unaltered training related to their product. The training will include introduction and use of BWC equipment as well as introduction and use of related computer programs.

Key Learning Points:

- Introduction to BWC Equipment
- Introduction to BWC Operations
- Introduction and use of BWC Software

Time:

2 Hours

San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

Learning Activity #2

Purpose:

To give Deputies the opportunity to practice using new BWC technology in a controlled environment prior to use on the job.

Description:

Deputies will conduct a traffic stop of a vehicle with expired registration. Deputies should activate their BWC prior to contacting the driver. The driver will be cooperative with any questioning and provide requested information. Deputies will either issue the driver a citation or a warning. When the contact is completed, Deputies will turn off their BWC, enter any necessary metadata, and clear the call accordingly.

Key Learning Points:

- Ability to operate BWC technology
- Demonstration of knowledge of BWC interim P&P
- Demonstrate an understanding of entering Metadata

Time:

10 Minutes

San Diego Sheriff's Department

Body Worn Camera (BWC) Trial Period

End User Training Plan

Learning Activity #3

Purpose:

To give Deputies the opportunity to practice using new BWC technology in a controlled environment prior to use on the job.

Description:

Deputies will respond to a report of domestic violence. The reporting party claims to have been pushed and slapped by her husband who left the scene after the incident. Deputies will have the option to turn the camera on or leave it off. Upon questioning, the reporting party will tell the Deputies she will not talk to them if their cameras are activated. Shortly after turning the cameras off, the husband will return home. The Deputies should reactivate their cameras and continue to work the call. The husband will be passive resistant and will not answer any questions. When the contact is completed, Deputies will turn off their BWC, enter any necessary metadata, and clear the call accordingly.

Key Learning Points:

- Ability to operate BWC technology
- Demonstration of knowledge of BWC interim P&P
- Demonstrate an understanding of entering Metadata

Time:

10 Minutes

San Diego Sheriff's Department
Body Worn Camera (BWC) Trial Period
End User Training Plan

Learning Activity #4

Purpose:

To give Deputies the opportunity to practice using new BWC technology in a controlled environment prior to use on the job.

Description:

Deputies will respond to a report of a suspicious person. Deputies should activate their BWC prior to arriving on scene. As soon as the Deputies arrive on scene, the subject will produce a knife and tell the Deputies he is going to kill them if they do not leave. The suspect may wield the knife in any way as long as it is visible to the Deputies. Deputies will address the threat accordingly. Deputies will continue to work the call until time is reached or they work to the police solution. When the contact is completed, Deputies will turn off their BWC, enter any necessary metadata, and clear the call accordingly.

Key Learning Points:

- Ability to operate BWC technology
- Demonstration of knowledge of BWC interim P&P
- Demonstrate an understanding of entering Metadata

Time:

10 Minutes

San Diego Sheriff's Department Body Worn Camera (BWC) Trial Period

End User Training Plan

Learning Activity #5

Purpose:

To give Deputies the opportunity to practice using new BWC technology in a controlled environment prior to use on the job.

Description:

Upon completion of all three scenarios, Deputies will return to the classroom where they will complete the docking and downloading process. The provider will be available for assistance with any issues that may arise.

Key Learning Points:

- Demonstrate an understanding of Docking and downloading media evidence

Time:

This activity will start as soon as the first team is completed with the three scenarios and will continue until all Deputies have completed the scenarios and docking process.